

# Company HR Policy

## 1. Office Timings and Attendance

### Working Hours:

- **9:30 a.m. to 6:30 p.m.**, inclusive of a **1-hour lunch break** from **1:00 p.m. to 2:00 p.m.**

### Working Days:

- Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday

### Weekly Holiday:

- **Sunday** shall be observed as the fixed weekly holiday.
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## 2. Attendance and Working Hours (Pond Operations)

### Working Hours:

- **4:00 a.m. to 6:30 p.m.**, inclusive of a **1-hour lunch break** from **8:00 a.m. to 9:00 a.m.**

### Working Days:

- Monday, Tuesday, Wednesday, Friday, Saturday, and Sunday

### Weekly Holiday:

- **Thursday** shall be observed as the fixed weekly holiday.
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## 3. Joining and Probation

### Probation Period:

- All new employees will serve a **probation period of 2 years (24 months)** from the date of joining.

### Appointment Letter:

- A formal **Appointment Letter** will be issued after the completion of the first **3 months**, subject to a satisfactory performance review during this period.
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## 4. Leave Policy

### During Probation:

- Employees under probation are entitled to **1 paid leave per month**, amounting to **12 paid leaves per year** and **24 paid leaves over the 2-year probation period**.

### Post-Probation:

- Upon successful completion of the probation period, employees become eligible for **2 Paid Leaves (PL)** per month.
- **Unused Paid Leaves** will be **carried forward** to the subsequent month.

### Additional Leave for Female Employees:

- Female employees are entitled to **1 additional Paid Leave (PL)** per month.
  - This additional leave **cannot be carried forward** if unused.
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## 5. General Notes

- Employees are expected to maintain punctuality and regular attendance.
- All leave requests must be submitted in advance and approved by the reporting manager.
- Repeated absenteeism or irregular attendance may impact the confirmation of employment or performance evaluation.